

# Appendix 1. Administering Orbit



TELSTRA  
FOUNDATION



[www.orbit.org.au](http://www.orbit.org.au)

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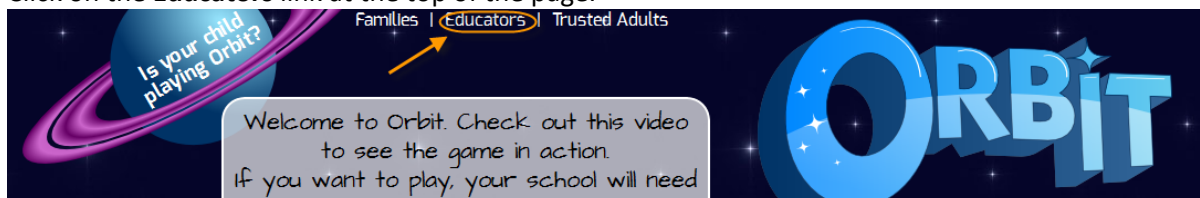
# I want to create an Orbit teacher account

An Orbit teacher account is required to create one or more set of class logins that are managed through that account. Students belonging to the same class are also able to add to each other's "I am good at" boards and visit each other's spaceships.

## A. Create a teacher account on the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.

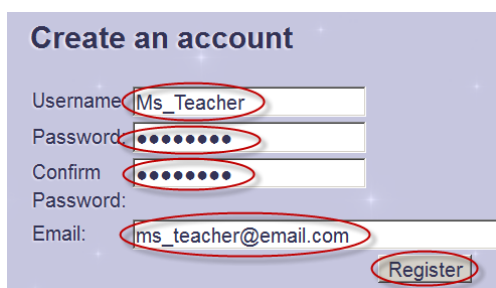


Choose to Sign **up** for a teacher account.



## B. Enter your user details

Choose a *username* and *password* and enter a *valid email address*. There are a number of optional research questions you can fill in too. Completing those will help us in our research efforts around Orbit. When you're done, press **Register** at the bottom of the screen.



### ! Note:

- A valid email address is required so that you can reset your password.
- You must choose a unique username (a name that has never been used in the game before). To help, we suggest you preface your username with an abbreviation for your school.
- The username and the password must be between 6 and 30 characters long.
- To preserve anonymity we also suggest you do not use your full name.

You should see a message telling you to check your email.

## Create an account

Your account has been created, and an activation email has been sent to the email address provided. If it doesn't arrive in your inbox, please check your junk mail folder.

**C. Check your email**

Find the Orbit email and click on the activation link. Once you have done this, you have created your Orbit teacher account.

You can use the username and password you created to login to the game and play it yourself. If you wish to set up individual logins for your students, instructions can be found in the section titled **I need to create Orbit logins for my students**.

**See Also:**

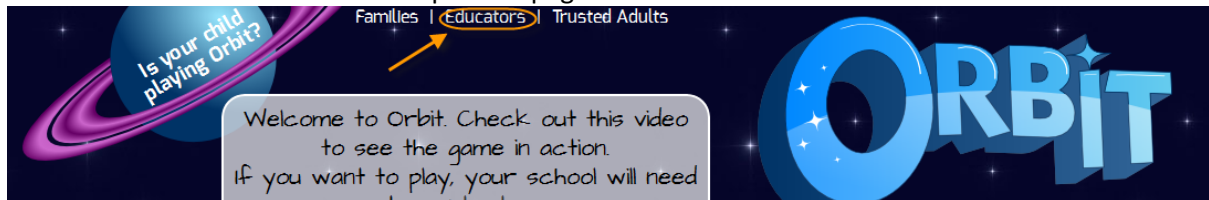
[I want to create Orbit logins for my students](#)

# I want to create Orbit logins for my students

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.

The image shows a login form with two input fields. The first field is labeled 'Username:' and contains the text 'ms\_teacher'. The second field is labeled 'Password:' and contains a series of dots. Below the password field is a button labeled 'Login'.

## B. Add your class (if you haven't already done this previously)

In the Create New Class section, enter your *class's name* and press **Create Class**.

The image shows the 'Orbit Control Panel' interface. At the top, it says 'Logged in as: ms\_teacher. [Log out](#)'. Below this is the heading 'Welcome to the Orbit Control Panel'. Underneath is the section 'Classes'. Within this section is a sub-section 'Create New Class'. It contains a text input field labeled 'Class Name:' with the text '4A' entered. Below the input field is a button labeled 'Create Class'.

## C. Select your class

In the Classes section, select your *class's name*

The image shows the 'Orbit Control Panel' interface, specifically the 'Classes' section. It says 'Logged in as: ms\_teacher. [Log out](#)'. Below this is the heading 'Welcome to the Orbit Control Panel'. Underneath is the section 'Classes'. Within this section, there is a list of classes. The class '4A' is selected, indicated by a red circle around the class name.

#### D. Add a student

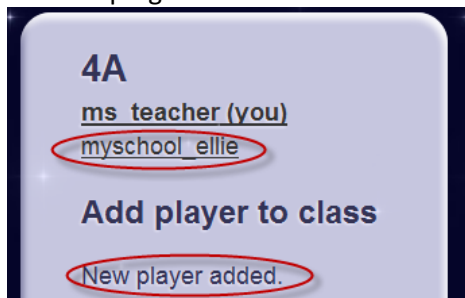
On the right hand side of the screen, enter a *username* and *password* and press the **Add Player** button.



**! Note:**

- Ensure you record the username and password you allocate each student.
- You must choose a unique username (a name that has never been used in the game before). To help, we suggest you preface each username with an abbreviation for your school.
- The username and the password must be between 6 and 30 characters long.
- To preserve anonymity we also suggest you do not use the student's full name.

If the user was added successfully you will see the name of the students appear in your list of users on the top right hand side of the screen.



Repeat Step D until you have added all of your students.

**See Also:**

[I want to change a student's password](#)

[I/my students want to replay a mini-game level](#)

[I want to manually unlock mini-game levels for one or more of my students](#)

[I want to manually unlock mini-game levels for the whole class](#)

[I want to move one or more students' game progress backwards or forwards](#)

[I want to move the whole class's game progress backwards or forwards](#)

[I want students to move their own game progress backwards](#)

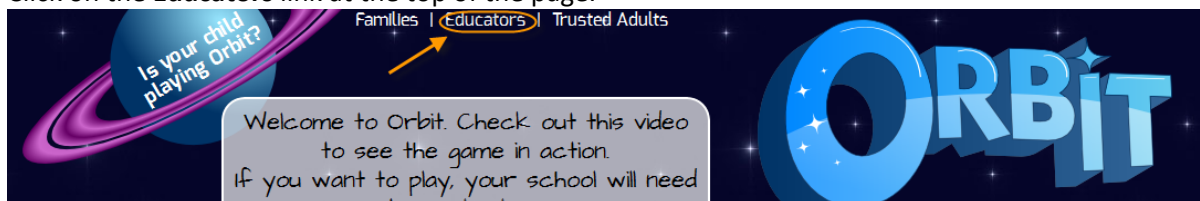
[I want my students to visit other students' spaceships](#)

# I want to change a student's password

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

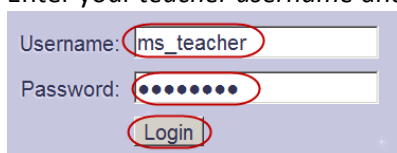
Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.

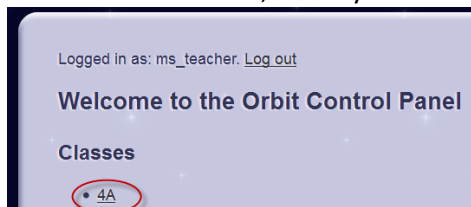


Enter your *teacher username* and *password* and press **Login**.



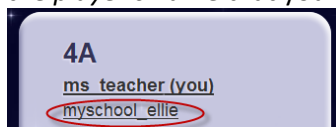
## B. Select your class

In the Classes section, select your *class's name*



## C. Select the player

At the top right of the page, you will see the list of players you have added to your group. Click on the *player's name* that you wish to change the password for.

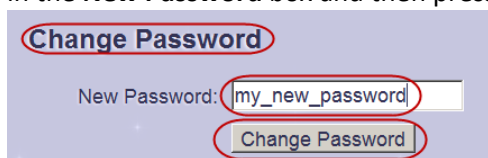


## ① TEACHER'S NOTE

If you want to change your own password, just choose your login name from the top of the class list.

## D. Change the password

Scroll to the very bottom of the screen and find the **Change Password** section. Enter a *new password* in the **New Password** box and then press the **Change Password** button.

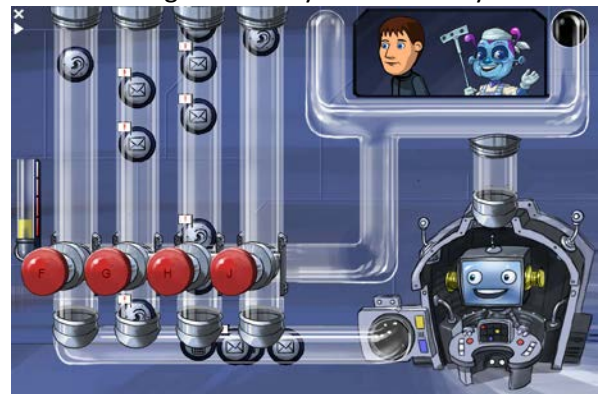


# I want to replay a mini-game

Orbit has four multi-level mini-games that are introduced as the game's story about Sammy unfolds.



**Robot Factory** mini-game



**Need to Tell Machine** mini-game



**Speak Up** mini-game



**Surveillance Footage** mini-game

Once the player has finished a mini-game level, this same level can be replayed at any time. This is also how additional mini-game levels that are not played in the game story can be accessed. In addition, the teacher can also manually UNLOCK mini-game levels for players.

- (1) After logging into the *Orbit* game,



press the **Mini-games** button at the top-left of the game screen.



- (2) Select the mini-game to replay.



- (3) Select which level to replay.



## See Also:

[I want to manually unlock mini-game levels for one or more of my students](#)

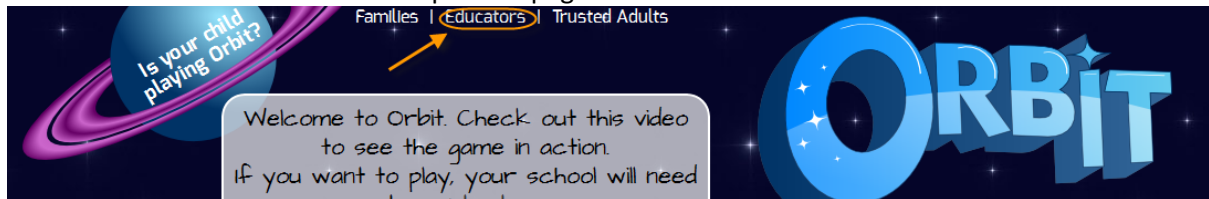
[I want to manually unlock mini-game levels for the whole class](#)

# I want to manually unlock mini-game levels for one or more of my students

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.

The image shows the login form. It has two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'ms\_teacher'. The 'Password' field is filled with dots. Below the fields is a 'Login' button, which is circled in red.

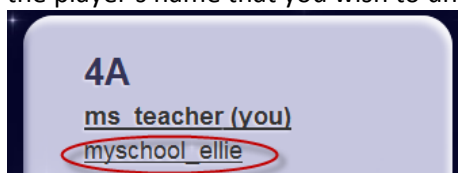
## B. Select your class

In the Classes section, select your *class's name*



## C. Select the player

At the top right of the page, you will see the list of players you have added to your group. Click on the player's name that you wish to unlock mini-game levels.



#### D. Unlock the level

On the student's summary page, you will see a heading "Unlock game levels". Press the **unlock** button for the mini-game and level you wish to unlock. You can repeat this for each level you wish to unlock.



#### ① TEACHER'S NOTE

You can also do this for your entire class.

#### See Also:

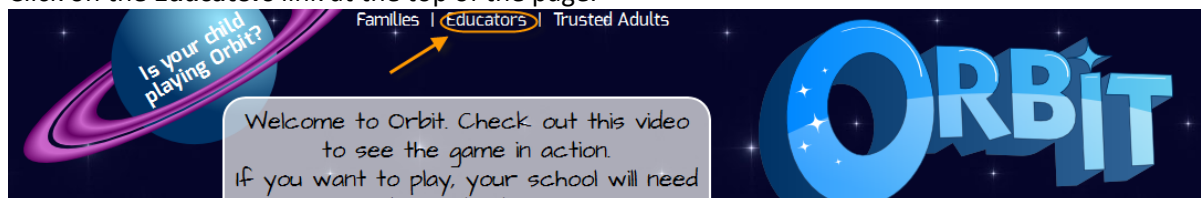
[I want to manually unlock mini-game levels for the whole class](#)  
[I/my students want to replay a mini-game level](#)

# I want to manually unlock mini-game levels for the whole class

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.

Username:

Password:

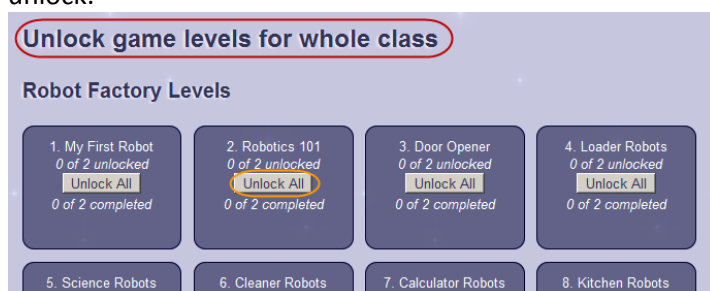
## B. Select your class

In the Classes section, select your *class's name*



## C. Unlock the level

On the class's summary page, you will see a heading "Unlock game levels". Press the **unlock** button for the mini-game and level you wish to unlock. You can repeat this for each level you wish to unlock.



## See Also:

[I want to manually unlock mini-game levels for one or more of my students](#)  
[I/my students want to replay a mini-game level](#)

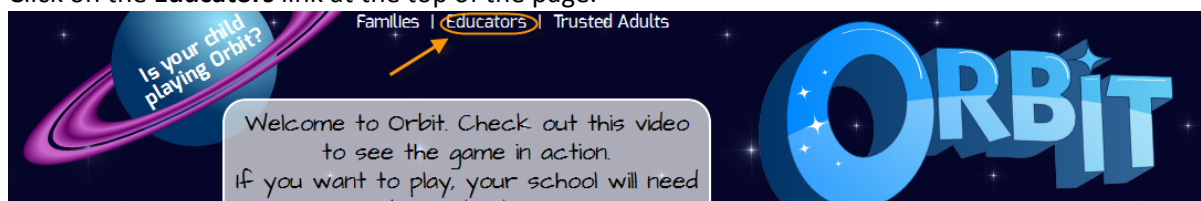
# I want to move one or more students' game progress backwards or forwards

This administration feature can be useful if you want students to replay a certain section of the game or move someone ahead because they have been away or if they are struggling with a certain section of the game. You can move the players' progress temporarily for a certain period of time or permanently.

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username and password* and press **Login**.

The image shows a login form with two input fields and a button. The first field is labeled 'Username:' and contains the text 'ms\_teacher'. The second field is labeled 'Password:' and contains a series of dots. Below the password field is a button labeled 'Login'.

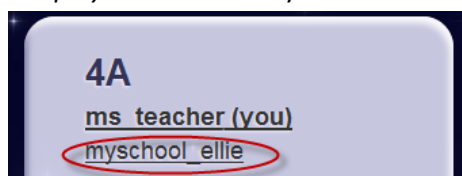
## B. Select your class

In the Classes section, select your *class's name*



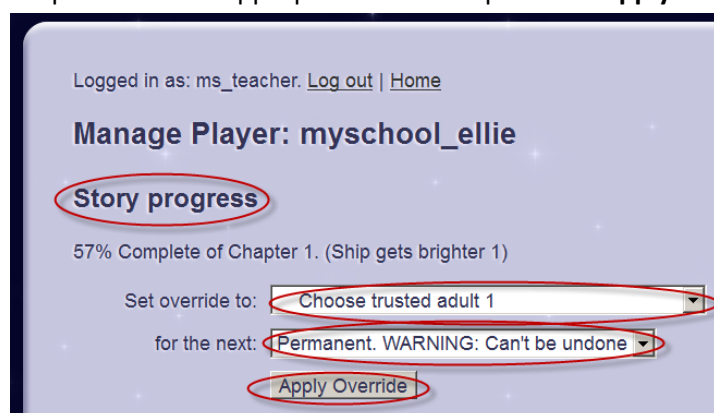
## C. Select the player

At the top right of the page, you will see the list of players you have added to your group. Click on the *player's name* that you wish to move the game progress.



#### D. Move the progress

On the student's summary page, you will see a heading **Story progress**. To change the player's progress in the story, change the values in the **Set override to** dropdown box and the **for the next** dropdown box as appropriate and then press the **Apply Override** button.



Logged in as: ms\_teacher. [Log out](#) | [Home](#)

### Manage Player: myschool\_ellie

**Story progress**

57% Complete of Chapter 1. (Ship gets brighter 1)

Set override to: Choose trusted adult 1

for the next: Permanent. WARNING: Can't be undone

Apply Override

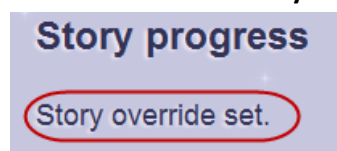
#### ① TEACHER'S NOTE

You can set a change in progress permanently or change the progress temporarily for a period of 30 minutes, 1 hour, 2 hours, 4 hours, 24 hours or 7 days. If you choose a temporary option, each time the player logs in, their game will restart from the position you have set. After the time period expires, the player's game

progress will revert to the section of the game they were at prior to the override.

#### E. Story override set

You should see the **story override set** message.



Next time the player logs into the game, their progress will be moved. If the player is already logged into the game, they will need to close out and get back into the game.

#### See Also:

[I want to move the whole class's game progress backwards or forwards](#)

[I want students to move their own game progress backwards](#)

[I want to remove a temporary override I applied to a player](#)

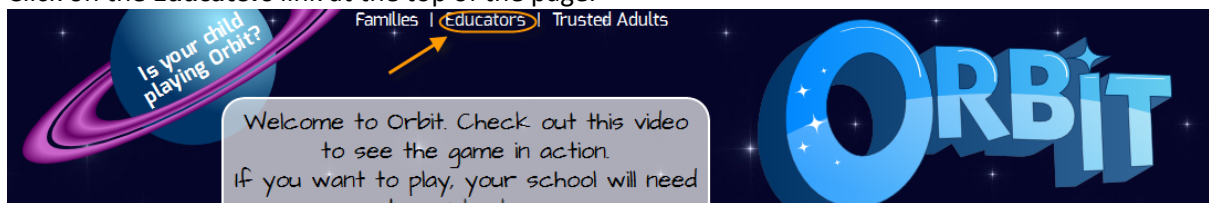
# I want to move the whole class's game progress backwards or forwards

This administration feature can be useful if you want all students in your class to play a certain section of the game. You can move the class's progress temporarily for a certain period of time or permanently.

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.

A screenshot of the login form. It has a light blue background. There are two input fields: 'Username:' with the text 'ms\_teacher' and 'Password:' with a series of dots. Below the password field is a 'Login' button. The 'Username' and 'Password' fields are highlighted with red circles.

## B. Select your class

In the Classes section, select your *class's name*



### C. Move the progress

On the class's summary page, you will see a heading **Override story progress for whole class**. To change all players' in the class progress in the story, change the values in the **Set override to** dropdown box and the **for the next** dropdown box as appropriate and then press the **Apply Override** button.



#### TEACHER'S NOTE

You can set a change in progress permanently or change the progress temporarily for a period of 30 minutes, 1 hour, 2 hours, 4 hours, 24 hours or 7 days. If you choose a temporary option, each time

the player logs in, their game will restart from the position you have set. After the time period expires, the player's game progress will revert to the section of the game they were at prior to the override.

### E. Story override set

You should see the **story overrides set** message.



Next time the members of the class log into their games, their progress will be moved. If the player is already logged into the game, they will need to close out and get back into the game.

#### See Also:

[I want to move one or more students' game progress backwards or forwards](#)

[I want students to move their own game progress backwards](#)

[I want to remove a temporary override I applied to the whole class](#)

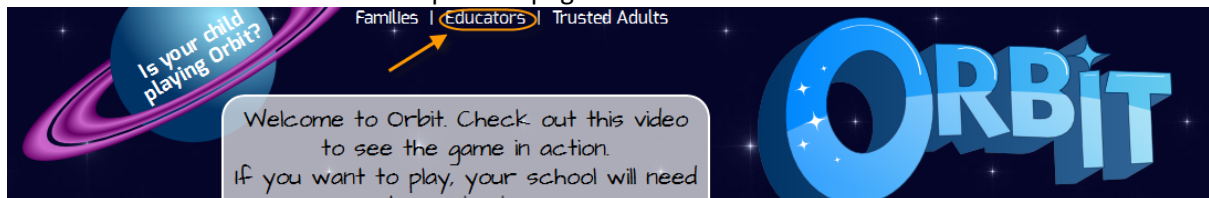
# I want to remove a temporary override I applied to a player

This administration feature can be useful if you have moved one or more students' game progress forwards or backwards just so that they could see a particular section of the game. Moving a students' game progress temporarily means that their game progress no longer saves. Removing the override sets the player back to where they were prior to your manual override and their game will save once more.

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

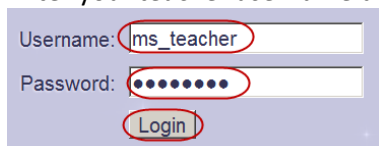
Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.



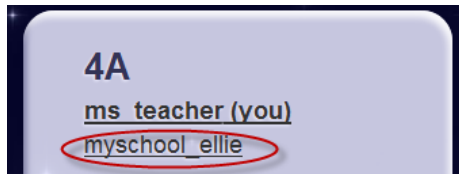
## B. Select your class

In the Classes section, select your *class's name*



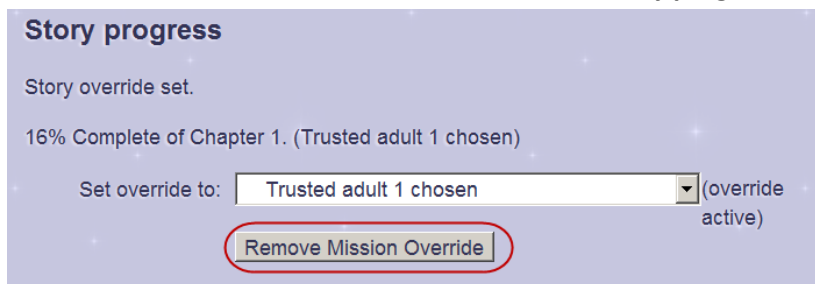
### C. Select the player

At the top right of the page, you will see the list of players you have added to your group. Click on the *player's name* that you wish to move the game progress.



### D. Remove the Override

Press the **Remove mission override** button in the **Story progress** section.



### ① TEACHER'S NOTE

If you do not see a **Remove Mission Override** button it means that you did not set a temporary mission override for that player or the temporary mission override has expired.

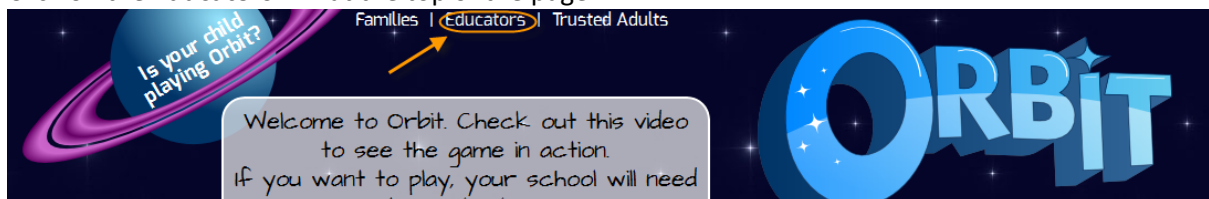
# I want to remove a temporary override I applied to the whole class

This administration feature can be useful if you have moved one or more students in the class game progress temporarily forwards or backwards. Moving a students' game progress temporarily means that their game progress no longer saves. Removing the override sets the player back to where they were prior to your manual override and their game will save once more.

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.

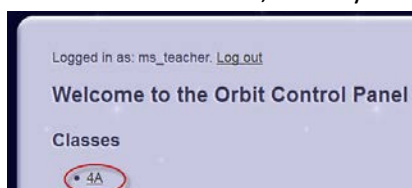


Enter your *teacher username* and *password* and press **Login**.

The image shows a login form with a light blue background. It has two input fields: 'Username:' with the text 'ms\_teacher' and 'Password:' with masked characters (dots). Below the password field is a red 'Login' button. The 'Username' field, the password field, and the 'Login' button are all highlighted with red boxes.

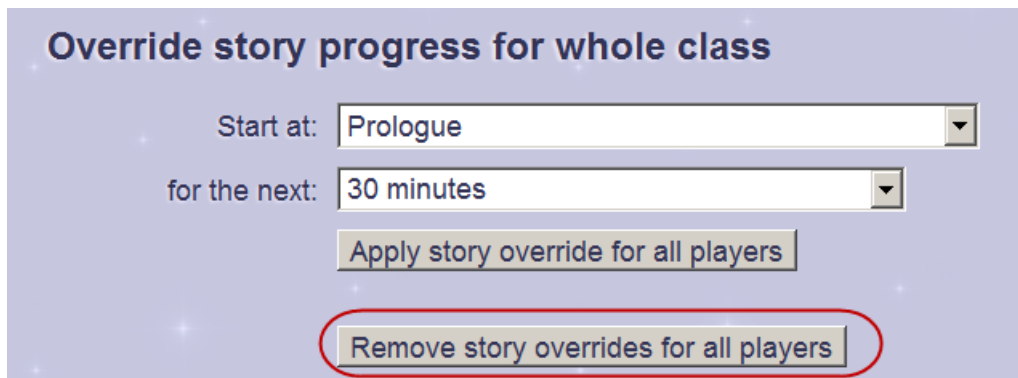
## B. Select your class

In the Classes section, select your *class's name*



### C. Remove the Override

Press the **Remove story overrides for all players** button in the **Override story progress for whole class** section.



**Override story progress for whole class**

Start at:

for the next:

If successful, you will see the **Story overrides set** message.



**Override story progress for whole class**

# I want students to move their own game progress backwards

If students wish to revisit any part of the game they have already played, they can reset their progress backwards for 10 minutes themselves. Students cannot shift their progress forwards if they haven't already played that part of the game, only their teacher can do that.

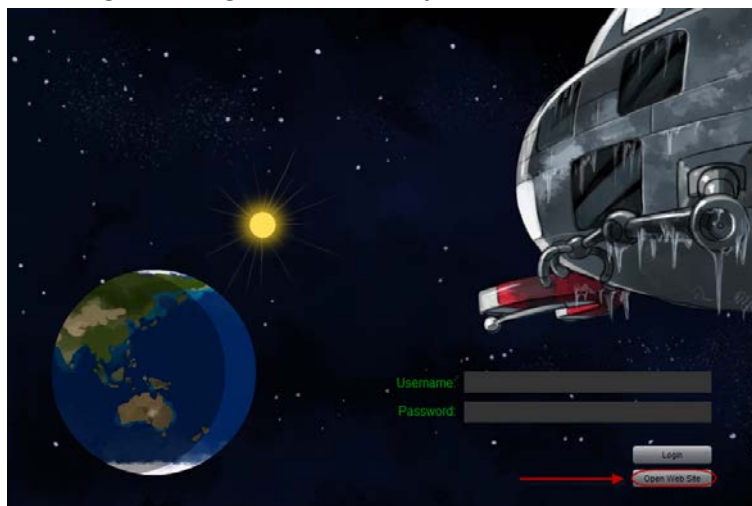
## A. Start the Orbit game

Run the Orbit game using its icon.



## B. Open the Orbit website

Don't log into the game, click the **open website** button on the front screen.



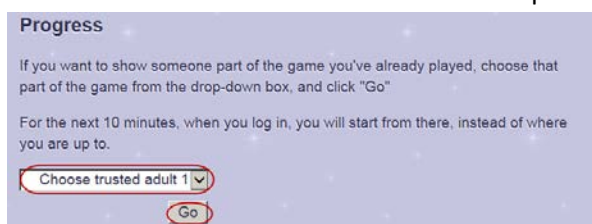
## C. Log into the website

The student enters their *username* and *password* and then presses the **Login** button on the web page.



## D. Change progress

The student can select an item from the dropdown list and then press the **Go** button.



If the student runs the game within the next 10 minutes, it will restart from this position.

# I want my students to visit other students' spaceships

Your students can visit the spaceships of other students to see how other players have decorated their rooms. They can also add to their "I am good at" board.

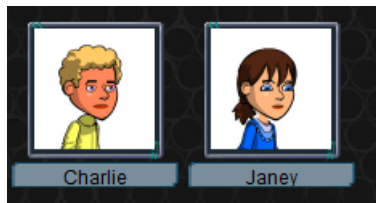
## A. Go the lounge room and choose "Visit a friend" button

From within the Orbit game, the student needs to go to their **lounge room** (top floor of the spaceship) and choose the **Visit a friend** button.



## B. Choose the friend to visit

Click on the thumbnail of the classmate the student wishes to visit.



## C. Click the spaceship again to go back to their own spaceship

Click the **spaceship** icon for the player to go back to their own spaceship.



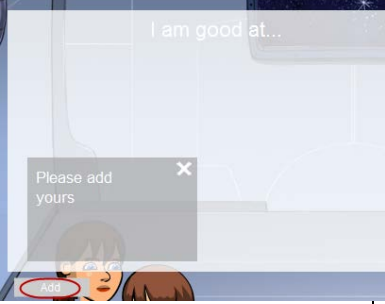

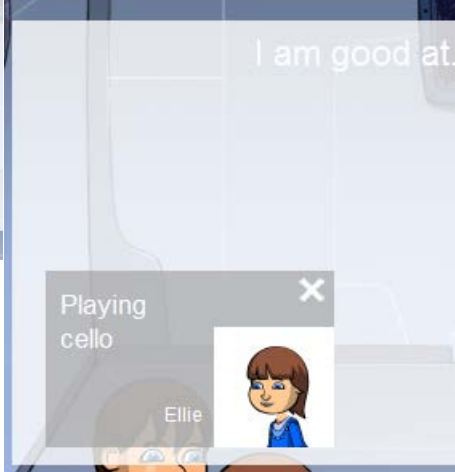


**See Also:**

[I want students to add to each other's "I am good at" boards](#)

# I want students to add to each other's "I am good at" boards

Players can add items to their own "I am good at" board or to the board of other players. To add to another player's board they must first visit the other player's spaceship.

<p><b>A. Reveal the "I am good at" board</b></p> <p>After logging into the <i>Orbit</i> game,</p>  <p>When in a spaceship's <b>lounge room</b> click the "I am good at" board panel.</p> 	<p><b>B. Add to the board</b></p> <p>Press the <b>add</b> button.</p>  <p>Choose an item from the expanding lists.</p> 	<p><b>C. Finished</b></p> <p>You should then see the new item on the board.</p> 
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## See Also:

[I want my students to visit other students' spaceships](#)

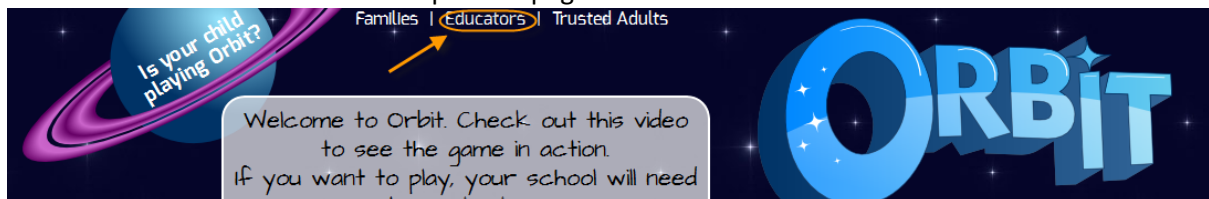
# I already have an Orbit teacher login and I have been given a trusted adult code

This tutorial is designed for teachers who have been given a trusted adult slip and already have their login to the Orbit game or the Orbit website. Logging in as a trusted adult lets you add to the child's "I am good at" board.

## A. Log into the teachers' section of the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Educators** link at the top of the page.



Click the **Login** button at the top right of the screen.



Enter your *teacher username* and *password* and press **Login**.

Username:

Password:

## D. Enter trusted adult code

At the bottom of the **Orbit Control Panel**, there is a **Trusted Adult Code** section.

**Trusted Adult Code**

If a child has given you a trusted adult link code, enter it here.

Link Code:

If you have been given a link code, enter it in the *Link Code* box and then press the **Link** button.

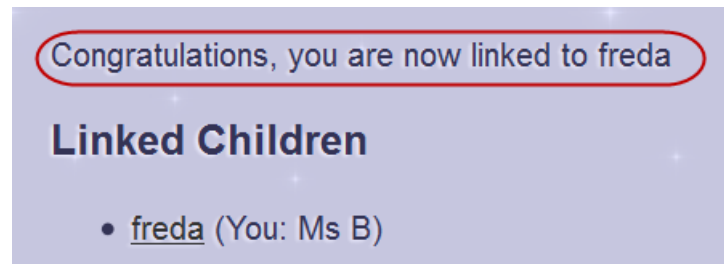
**Note:** If you have not been given a link code, you cannot complete this step.

**Trusted Adult Code**

If a child has given you a trusted adult link code, enter it here.

Link Code:

If the linking was successful, the page will refresh and part way down the page you will see the confirmation message.



**See Also:**

[I am a trusted adult and I want to add to a player's "I am good at" board](#)

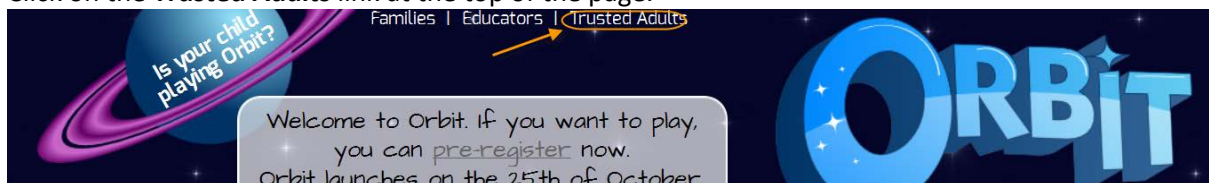
# I already have an Orbit login and I have been given a trusted adult code

This tutorial is designed for adults who have been given a trusted adult slip and already have a login to the Orbit game or the Orbit website. Logging in as a trusted adult lets you see how the child is progressing in the Orbit game and lets you add to the child's "I am good at" board.

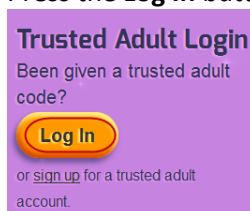
## A. Choose to sign up for a trusted adult account on the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Trusted Adults** link at the top of the page.



Press the **Log In** button.



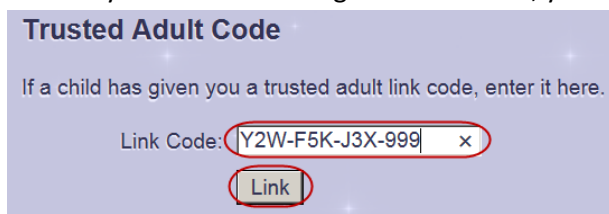
## B. Enter trusted adult code

At the bottom of the **Orbit Control Panel**, there is a **Trusted Adult Code** section.

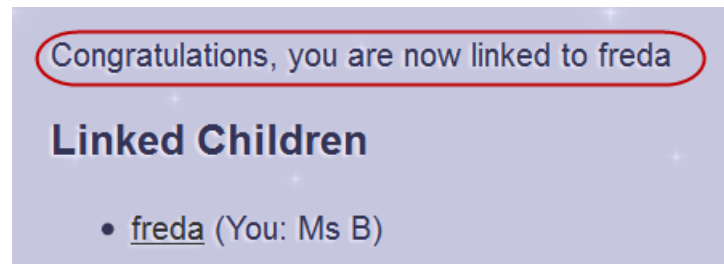


If you have been given a link code, enter it in the *Link Code* box and then press the **Link** button.

**Note:** If you have not been given a link code, you cannot complete this step.



If the linking was successful, the page will refresh and part way down the page you will see the confirmation message.



**See Also:**

[I am a trusted adult and I want to add to a player's "I am good at" board](#)

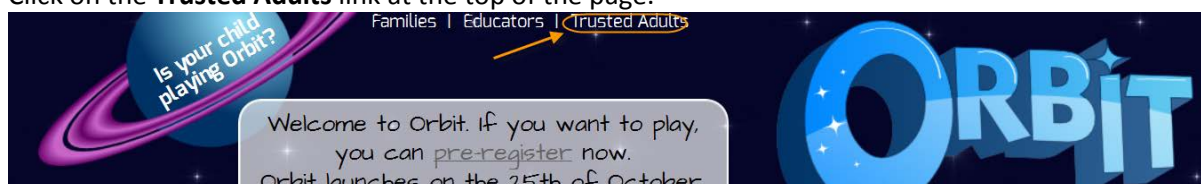
# I don't already have an Orbit login and I have been give a trusted adult code

This tutorial is designed for adults who have been given a trusted adult slip by a child but do not currently have access to the Orbit game or the password protected section of the Orbit website. Logging in as a trusted adult lets you see how the child is progressing in the Orbit game and lets you add to the child's "I am good at" board.

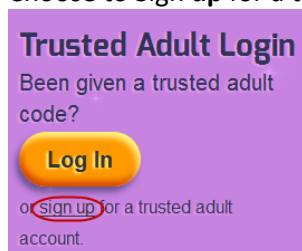
## A. Choose to sign up for a trusted adult account on the Orbit website

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

Click on the **Trusted Adults** link at the top of the page.



Choose to Sign **up** for a trusted adult account.



## B. Enter your user details

Choose a *username* and *password* and enter a *valid email address*. There are a number of optional research questions you can fill in too. Completing those will help us in our research efforts around Orbit. When you're done, press **Register** at the bottom of the screen.

### ! Note:

- A valid email address is required so that you can reset your password.
- You must choose a unique username (a name that has never been used in the game before). To help, we suggest you preface your username with an abbreviation for your school.
- The username and the password must be between 6 and 30 characters long.
- To preserve anonymity we also suggest you do not use your full name.

You should see a message telling you to check your email.

## Create an account

Your account has been created, and an activation email has been sent to the email address provided. If it doesn't arrive in your inbox, please check your junk mail folder.

### C. Check your email

Find the Orbit email and click on the activation link. Once you have done this, you have created your Orbit trusted adult account.

## Welcome to the Orbit Control Panel

You have successfully activated your account!

### D. Enter trusted adult code

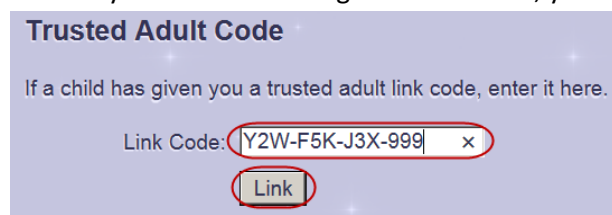
At the bottom of the **Orbit Control Panel**, there is a **Trusted Adult Code** section.



The screenshot shows the 'Welcome to the Orbit Control Panel' message at the top. Below it is a 'Change Password' section with input fields for 'New Password' and 'Repeat Password', and a 'Change Password' button. At the bottom, the 'Trusted Adult Code' section is highlighted with a red box. It contains the instruction 'If a child has given you a trusted adult link code, enter it here.', a 'Link Code' input field, and a 'Link' button.

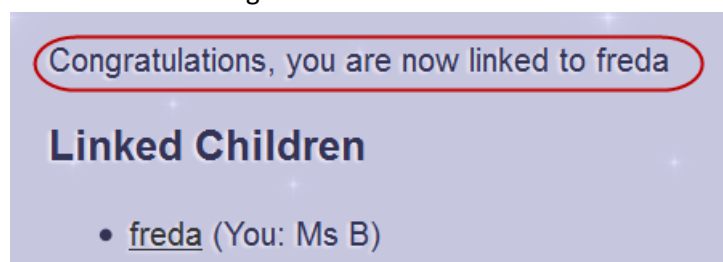
If you have been given a link code, enter it in the *Link Code* box and then press the **Link** button.

**Note:** If you have not been given a link code, you cannot complete this step.



This screenshot shows the 'Trusted Adult Code' section. The 'Link Code' input field contains the text 'Y2W-F5K-J3X-999' and is highlighted with a red box. Below it, the 'Link' button is also highlighted with a red box. The instruction 'If a child has given you a trusted adult link code, enter it here.' is visible above the input field.

If the linking was successful, the page will refresh and part way down the page you will see the confirmation message.



The screenshot shows a confirmation message 'Congratulations, you are now linked to freda' enclosed in a red rounded rectangle. Below this, the heading 'Linked Children' is displayed. Underneath, there is a list item '• freda (You: Ms B)'.

**See Also:**

[I am a trusted adult and I want to add to a player's "I am good at" board](#)

# I am a trusted adult and I want to add to a player's "I am good at" board

This tutorial is designed for adults who already have a login to the Orbit website and have already added their trusted adult code to their Orbit account.

## A. Log in to the Orbit website

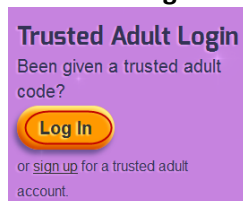
Note: There are multiple ways to log into the Orbit website. This is just one of them.

Go to [www.orbit.org.au](http://www.orbit.org.au) using your web browser.

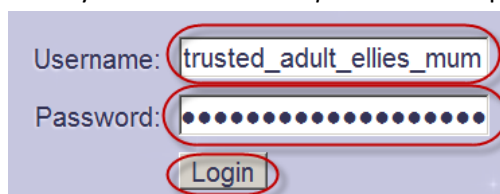
Click on the **Trusted Adults** link at the top of the page.



Choose to **Log in** for a trusted adult account.

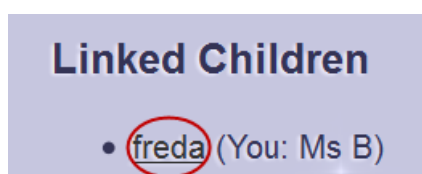


Enter your *username* and *password* and press the **Login** button.



## B. Select a player's name

In the section headed **Linked Children**, each player you have linked your account to should be listed.



**Notes:** If you do not see a section titled **Linked Children**, it means you have not yet added a player link code to your account. The names appearing in the list are the names that the player has given to their game character (in the screenshot the name is **Freda**) and your character (in the screenshot the name given to your game character by the player is **Ms B**).

### C. Add to the player's "I am good at" board

This will take you to a page that looks something like this:

**Child: freda**

freda is playing [chapter 2 - Listening](#).

Each chapter is about a quality of trusted adults (like you!) that can help a child (like freda!) overcome challenges in their life. [Read more about chapter 2 - Listening](#).

**Messages on "I am good at" board**

Leave new Good At message:

Select Message

*Callouts: "Current game chapter player is playing" points to the chapter link. "Link for more information about that chapter" points to the 'Read more' link.*

**Notes:** In this section you can see what chapter of the game the player is currently playing and click on a link to get more information about that chapter.

In the **Leave new Good At message** section, select an item from the dropdown box and press **Send**.

**Messages on "I am good at" board**

Leave new Good At message:

Select Message

Repeat this as many times as you like. If you were successful, you will see a screen something like this:


**Messages on "I am good at" board**


Putting my toys away

Being honest

Next time the player checks their "I am good at" board, they will see the message that you left.

I am good at...

Being honest   Ms B

Putting my toys away   Ms B